

Supervisor Feedback Form (Information & Instructions)

Information and Instructions

The Supervisor Feedback Form (on following page) was developed to:

1. Facilitate communication between the supervisor and employee
2. Provide feedback to the supervisor on his/her supervisory skills
3. Provide information to the supervisor's supervisor about this area of job performance

Me rate my boss? You have to be kidding!

Some employees may be uncomfortable about evaluating their supervisor.

Remember:

- You will send this evaluation to the next level supervisor
- The next level supervisor will share this evaluation with your supervisor after you have had your annual evaluation
- Your signature is not required, it is optional

What's in it for me?

This is an opportunity to provide constructive feedback, without fear of retaliation. Completing this form gives you the opportunity to help your supervisor do a better job. By letting your supervisor and your supervisor's supervisor know what s/he is doing right or wrong, you help to improve the environment in which you work.

How should I complete and submit this form?

Complete the form as honestly and fairly as you can. Use the form to provide feedback on your supervisor's work performance for the entire past year.

Once you have completed the form, please send it to your supervisor's supervisor. You may wish to keep a copy for your records. Supervisor Feedback Form results will be shared with your supervisor during his/her annual evaluation.

Supervisor Feedback Form

Supervisor's Name: _____ Title: _____

Department: _____ Date of Evaluation: _____

Evaluator's Signature (optional): _____

Please use the scale below to rate the following qualities and attributes of your supervisor:

- I =** Improvement Opportunity = Supervisory skills need substantial improvement.
A = Achieves Expectations = Supervisory skills consistently meet job requirements and fulfill departmental goals.
O = Outstanding = Supervisory skills consistently far surpass job requirements and exceed departmental goals.

	Rating
Leadership	
Exhibits behavior that is consistent with the college's vision, mission, and core values	
Communicates the college's vision to all employees.	
Communicates to employees how their jobs relate to the college's vision, mission, and core values	
Motivates and influences peers and others to achieve identified college and departmental goals	
Effectively manages changing conditions in the organization	
Does what is required, not what is comfortable	
Program Management	
Effectively develops and uses resources (people, time, money, supplies, equipment and space) to improve organizational performance	
Establishes realistic budgets consistent with strategic objectives	
Handles work-related problems in an organized, confident, and decisive manner	
Conveys priorities with the proper sense of urgency and importance	
Is a good problem solver and decision maker.	
Strives to satisfy students', faculty, staff, and community members' needs	
Works closely with students, faculty, staff, and community members to promote good public relations	
Personnel Management & Development	
Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service	
Recognizes and utilizes the abilities and skills of self and others	
Encourages, promotes, and rewards staff who wish to take part in development activities for improved employee performance	
Regularly provides positive feedback and constructive criticism	
Acts decisively when necessary and takes corrective action when necessary	
Demonstrates fair and equitable treatment of others	
Interpersonal Skills	
Is open, approachable, and sincerely interested in the suggestions of co-workers	
Speaks and writes clearly in a manner appropriate to the audience	
Protects the integrity and confidentiality of information	
Encourages dialogue to clarify decision-making and inform staff	
Demonstrates, and expects in return, honesty and truthfulness at all times	
Creates an environment that builds trust and eliminates fear	
Represents self and situations honestly	
Overall Assessment	
Leadership	
Program Management	
Personnel Management & Development	
Interpersonal Skills	

Please provide any additional comments on the back of this form.